

C-O-N-F-I-D-E-N-T-I-A-L

JULY 1964

COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS (2,000 PIECES OF PAPER) FOR ONE YEAR.

I. AGENCY OFFICE COSTS

1. Equipment - The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259. Amortized over 10 years, this equipment would cost \$25.90 per year or \$3.24 for one cu. ft. capacity	\$ 3.24
2. Space - One cu. ft. of records requires one sq. ft. of floor space	\$ 3.00
3. Cost to Store One Cu. Ft. of Records for One Year	\$ 6.24
4. Personnel - One employee GS-4 - \$4,775, can service 96 cu. ft. of records (Remington Rand, "How to Measure Your Filing Costs and Efficiency").	
5. Cost to Service One Cu. Ft. of Records for One Year	\$ 49.74
6. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS (ONE HALF FILE DRAWER) PER YEAR IN OFFICE SPACE	\$ 55.98

II. AGENCY ARCHIVES AND RECORDS CENTER COSTS

1. Construction Cost

a. Construction cost of Center including equipment	\$686,889.00
b. Total cost per year based on 20 years amortization	\$ 34,344.00
2. Space - Cost per cu. ft. per year based on 103,380 cu. ft. capacity	\$.33
3. Equipment - Records Center Box	\$.09
4. Cost to Store One Cu. Ft. of Records for one year	.42
5. Personnel - Fiscal Year 1964 - \$127,500 in .01 funds to handle 95,738 cu. ft. of records (82,452 on hand at end of year, Disposition taken on 13,286 cu. ft. during the year).	
6. Cost to Service One Cu. Ft. of Records per year in Records Center	\$ 1.33
7. TOTAL COST TO STORE AND SERVICE 1 CU. FT. OF RECORDS PER YEAR IN RECORDS CENTER	\$ 1.75

STAT

CALL RECORDS ADMINISTRATION STAFF - [REDACTED] FOR ADDITIONAL INFORMATION
ABOUT THE AGENCY RECORDS MANAGEMENT PROGRAM

C-O-N-F-I-D-E-N-T-I-A-L

July 1964

COMPARATIVE COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS
(2000 PIECES OF PAPER) FOR ONE YEAR IN OFFICE SPACE
AND IN THE RECORDS CENTER

	<u>AGENCY OFFICE</u>	<u>AGENCY RECORDS CENTER</u>
1. Equipment - - - - -	\$ 3.24	\$.09
2. Space - - - - -	\$ 3.00	\$.33
3. Cost to Store - - - - -	\$ 6.24	\$.42
4. Reference Service (Personnel Costs) -	\$ 49.74	\$ 1.33
5. Total Cost to Store and Service - - -	\$ 55.98	\$ 1.75

CALL RECORDS ADMINISTRATION STAFF - - FOR ADDITIONAL INFORMATION
ABOUT THE AGENCY RECORDS MANAGEMENT PROGRAM

STAT

C-O-N-F-I-D-E-N-T-I-A-L

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THE "JUST-IN-CASE" COPIES THAT NO ONE ASKED FOR AFTER ALL.
GET RID OF THE JUNK THAT IS ONLY GATHERING DUST AND
CHECK TO SEE THAT DISPOSAL SCHEDULES ARE BEING OBSERVED.

"SPRING HOUSECLEANING" PLANS !

INCLUDE FILES IN YOUR



INCLUDE FILES IN YOUR
"SPRING HOUSECLEANING" PLANS !

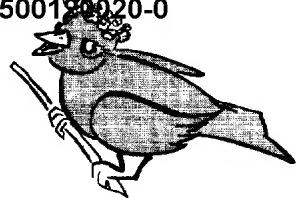
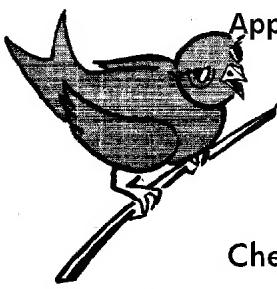
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INCLUDE FILES IN YOUR

"SPRING HOUSECLEANING" PLANS!



Check to see that records schedules are being followed.

Get rid of the Junk that is gathering dust and
the "just in case" files that no one asked for after all.

Remember! Finding's faster in frill-free-files!

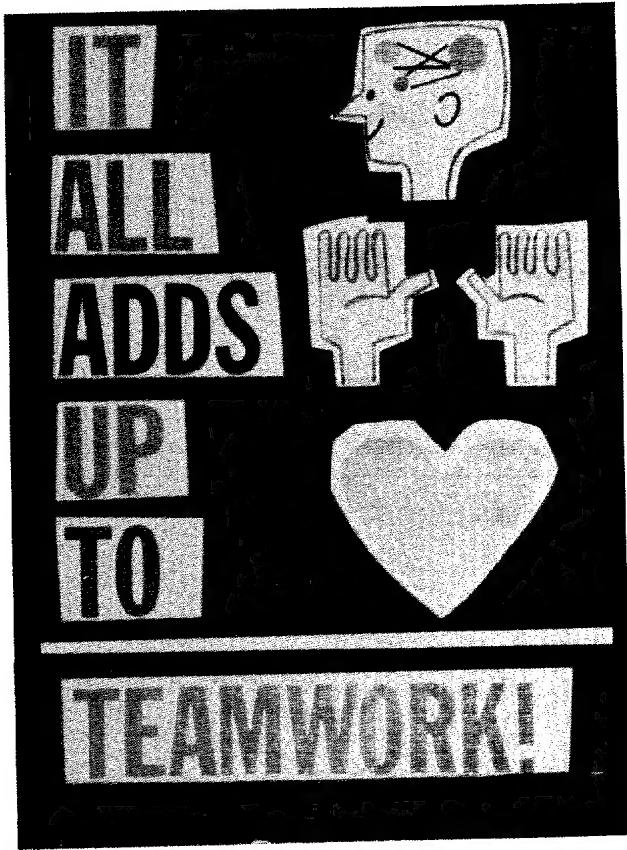
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OPERATION CLEANOUT



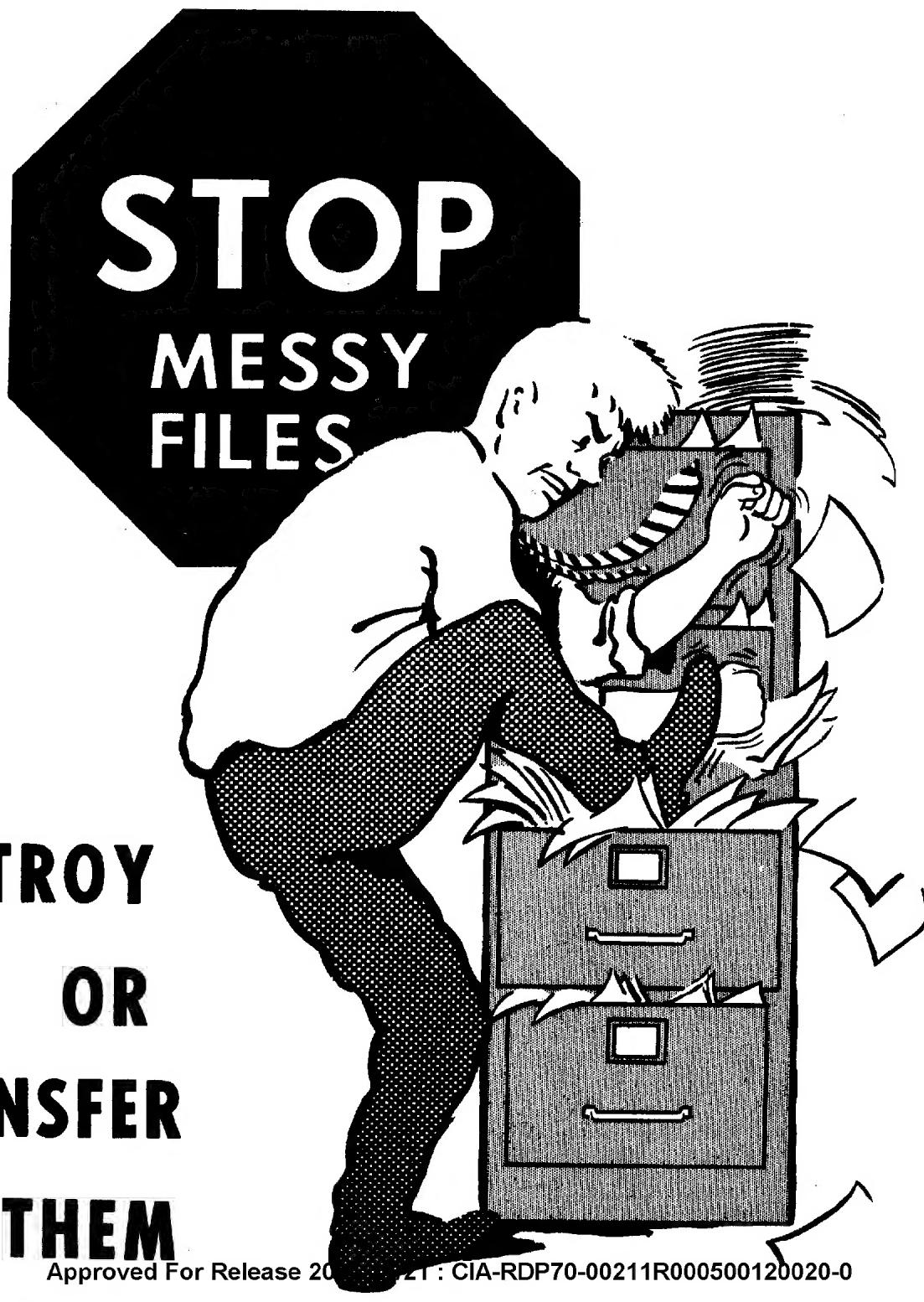
**RELIEVE ME OF OLD RECORDS AND
JUNK AND I'LL MAKE YOUR JOB
EASIER AND MORE EFFECTIVE!**

OPERATION CLEANUP



- ✓ CHECK Records Control Schedules
- ✓ GET rid of old records
- ✓ TRANSFER to the Records Center
- ✓ DESTROY unnecessary files
- ✓ ELIMINATE duplicate copies
- ✓ REVIEW remaining files
- ✓ BREAK the files
- ✓ GET OFF mailing lists
- ✓ DON'T FILE unneeded papers

OPERATION CLEANOUT



**DESTROY
OR
TRANSFER**

THEM

FILE CLEANUP TIPS

Here are some items that require attention or can be destroyed to release needed and costly file space. Naturally, action on such items will be governed by your office needs and Records Control Schedule.

1. Remove unclassified material from safes.
2. Obsolete government-agency telephone directories.
3. City telephone books and yellow pages prior to current year.
4. Agency and employee circulars and newsletters of transitory value.
5. Circulars, announcements, and advertisements of events long past.
6. Lists and tables subsequently superseded.
7. Obsolete and rescinded administrative and regulatory issuances.
8. Obsolete stock catalogues.
9. Unused publications from other agencies.
10. U.S. Government Organization Manuals prior to present issue.
11. GSA stores stock catalogue prior to current issue.
12. U.S. General Accounting Office salary tables.
13. Congressional Records (except tear sheets) prior to current session.
14. Congressional Records Summaries.
15. Congressional Directories prior to latest issue.
16. Federal Registers (except tear sheets).
17. Unneeded copies of legislative hearings.
18. Information copies of cables, telegrams, dispatches, and memorandums not part of official files.
19. Rough drafts and working notes for reports and staff papers since completed and approved.
20. Chronological or reading files more than 2 years old.
21. Newspapers, magazines, and clippings no longer used or needed.
22. Press notices and releases.
23. Extra or stock copies or documents and publications no longer needed for distribution.
24. Stenographic notebooks from which notes have been transcribed.
25. Used hectographs, stencils, and multilith mats over one year old.
26. Publicity and literature used for past charity drives and so forth.
27. Obsolete railroad, plane, and ship timetables.
28. Old price lists and catalogues.
29. World Almanacs prior to current issue.
30. Obsolete blank forms.

OTHER CLEANUP HINTS

Also look for these items that can be returned for re-use.

1. Books and other reference material BEARING A LIBRARY NUMBER and which are not being used currently.
2. Unneeded reference materials gathered for projects now completed.
3. Excess office supplies.
4. Broken or excess office furniture and office equipment.
5. Several duplicate sets of Regulations in one office.